

**FIRE PREVENTION OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE PREVENTION OFFICER** to be administered in **ALEXANDRIA** on **April 22, 2009**, will consist of approximately 100 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE INSPECTION PROCEDURES Knowledge of the processes and procedures necessary to conduct fire inspections.	14.0%
FIRE CODES Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority.	12.0%
FIRE HAZARDS Knowledge of the factors which constitute ordinary or special fire hazards, including materials, conditions, or negligence which may contribute to the start of a fire, or increase the extent or severity of a fire incident.	12.0%
FIRE INVESTIGATION Knowledge of the procedures for conducting a fire investigation and for determining the cause of a fire, including interviewing procedures; and location of evidence, including fire scene photography, and sketches and diagrams.	7.0%
FIRE CHEMISTRY Knowledge of the chemistry of fire, including ignition temperatures and properties of flammable and combustible materials, flame and smoke spread, and products of combustion.	7.0%
BUILDING CONSTRUCTION Knowledge of building construction, including the purpose of rated building construction and where such is required; building construction components installed for fire-related purposes; and building construction classification.	8.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE RECORDS & REPORTS Knowledge of effective records-management practices, including preparation, content, control, and format; and of the information gathering process and procedures for completing required reports, including completing necessary sketches and diagrams, in order to document the performance of fire prevention duties.	11.0%
FIRE PROTECTION AND WATER SUPPLY SYSTEMS Knowledge of water supply systems, and portable fire extinguishers, including evaluation of the operational readiness of the systems, proper installation and location of system components and devices, and maintenance of systems.	5.0%
PUBLIC FIRE EDUCATION Knowledge of the principles of public fire education needed to inform the public about fire safety during the performance of regular fire prevention duties, as well as conducting a public fire education program to address specific community concerns.	11.0%
PUBLIC RELATIONS Knowledge of accepted public relations practices in order to interact with the public in various situations, including code enforcement, or public fire education activities, and fire prevention activities.	13.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire Inspection and Code Enforcement, 6th ed., 1998.
Essentials of Firefighting, 4th ed., 1998.
Fire and Life Safety Educator, 2nd ed., 1997.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

NFPA INSPECTION MANUAL, NFPA, 7th ed., 1994.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

NATIONAL FIRE CODES/STANDARDS (NFC):
NFPA #101 - Life Safety Code: NFPA, 2006 edition.

OTHER RECOMMENDED PUBLICATIONS:

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.